

STANDARD OPI Request

Administered at Camp Humphreys Education Center, South Korea via Phone

Last Name: _____ First Name: _____ MI: ___ Rank: _____
Official Email Address: _____ DOD ID # _____
Personal Email: _____
Phone Number: _____
Unit Commander's Name: _____
Unit Commander's Phone Number: _____
Unit Commander's Email: _____
Name of First O5 in Chain-of-Command (for No Show Report): _____

Language Test Requesting: _____ Reason for Test: _____
How did you acquire this language? _____
Are you Special Forces? Yes No (circle one)

Dates of Availability

Please list in the comments three dates (excluding Thursdays, Weekends, and Holidays) that you are available to test. The dates requested must be at least ten business days out from when the Education Center receives this form to be valid.

Comments: _____

AGREEMENT

I have been informed that OPI tests are very costly. If I fail to show up for the scheduled test, it results in a significant waste of government funds.

After submitting my DA 4187 or Civilian Memo, I will check my email daily to receive notification of my test appointment. Upon notification of my appointment date and time by email, I will confirm or cancel my test date and time within 48 hours to Camp Humphreys Education Center Testing. If I do not confirm that I have been informed of the test date 48 hours prior to the date of testing, I agree to have my test date canceled.

If I have to cancel a test appointment, I will notify the Education Center 48 hours prior to the test date to give the testing personnel time to cancel the test with DLI.

Any cancellation and/or no show requires a memo from the first O5 in my Chain-of-Command requesting a new test date and ensuring my attendance at the next scheduled appointment.

Examinee's Signature: _____ Commander's Signature: _____

Date: _____ Date: _____